Digital Data Manager
Model 747

Installation and Setup Guide

Version 3.*xx* Software

3M Library Systems
3M Center, Building 225-4N-14
St. Paul, MN 55144-1000
www.3M.com/library

© 3M 2011. All rights reserved.

Digital Data Manager Model 747 Installation and Setup Guide

78-8123-9045-4, Rev. D

3M is a trademark of 3M. Adobe and Acrobat are registered trademarks of Adobe Systems Incorporated. Microsoft, Microsoft Office, Microsoft Access, DirectX, Windows, Windows XP, Windows Vista and Windows 7 are trademarks or registered trademarks of Microsoft Corporation. CompactFlash is a registered trademark of SanDisk Corporation. SanDisk Corporation is a licensee of Secure Digital (SD-series) trademarks. All other trademarks are property of their respective owners.

Installation and Setup Contents

Introduction 1

About Data Manager **1**

Related documents **1**

Installation and setup overview **2**

Installing Data Manager for the first time 2

Upgrading Data Manager 2

Step 1 – Install Data Manager and DLA software 3

Computer requirements **3**

Privileges required for Data Manager **3**

Installing Data Manager software **4**

Installing Digital Library Assistant (DLA) software **5**

Step 2 – Install memory-card drive (new drive only) 6

Before you begin **6**

If you have problems **6**

Step 2.1 - Install the new memory-card drive **6**

Step 2.2 - Check the memory-card drive's operation **7**

Procedure 7

Removing a memory card 8

Step 2.3 - Configure memory card eject privileges **8**

Step 3 – Determine import/export format requirements 9

Step 3.1 – Determine data-format requirements **9**

Step 3.2 – Generate list files **9**

Step 4 – Create list folders 10

Step 4.1 – Create shelf-order, search-list, and import folders **10**

Step 4.2 – Move the list files into the correct folders **10**

Step 4.3 – Start Data Manager software **11**

Step 4.4 – Specify list folder and export/import locations **12**

Step 5 – Define list barcode validation parameters 13

Step 6 – Set export parameters 14

Export-format parameters 14

About location IDs 14

Step 6.1 – Create export formats **15**

To create export formats 15

Designating a default export format (optional) 16

Step 6.2 – Set up Duplicate Item Definitions (optional) **17**

© 3M 2011. All rights reserved.

Step 7 – Test your export formats 18

Step 7.1– Debug your export formats 18

Step 7.2 – Export lists and check for errors and warnings 19

Procedure 19

About debugging export errors and warnings 20

Step 7.3 – View the exported lists on the DLA or other equipment 21

Step 8 – Set import parameters 22

Overview 22

Step 8.1 – Create and preview import formats 23

Step 8.2 – Create collection categories 24

Step 8.3 - Export collection-category labels to the memory card 25

Step 8.4 – Test your import formats 26

Optional Procedures 27

Specifying language settings (optional) 27

Designating a default export format (optional) 28

Designating a default import format (optional) 29

Using command-line scripts to automate Data Manager (optional) 30

Command-line operations and arguments 32

Command-line error codes and messages 33

3M Service 34

Information to gather 34

3M Service phone numbers 34

3M Library Systems Web Site 34

© 3M 2011. All rights reserved.

3M™ DATA MANAGER MODEL 747 SOFTWARE LICENSE

Use of the 3M Data Manager Model 747 Software ("Software") is governed by the terms of the license between 3M and Customer. The Software may be used by Customer and its employees and agents only for Customer's benefit and in accordance with the license between 3M and Customer, as set forth below.

1. 3M Data Manager Model 747 Software. As used in this License, "Software" means the proprietary 3M Data Manager Model 747 Software licensed to Customer, including any updates (e.g., maintenance releases, modifications to existing functionality or new functionality) that may be provided to Customer by 3M during the term of this License. 3M is under no obligation to issue updates.

2. License. During the term of this License, 3M grants Customer the nonexclusive, nontransferable right to install the Software on a single computer at a single Customer location ("Site") and to use the Software solely for Customer's internal business purposes. Title to all copies of the Software will be and remain vested in 3M or its licensors. Title to media on which the Software is provided will be vested in Customer.

3. Prohibitions. Customer may not, without the prior written consent of 3M (i) sublicense, lease, lend or transfer the Software to any third party; (ii) use, or permit the use of, the Software for the benefit of, or by, any third party except in the normal course of Customer's business; (iii) make copies of the Software except in the normal course of use or for archival purposes; (iv) use the Software at any location other than the Site; or (v) disassemble, reverse engineer or create derivative works of the Software except as permitted by law.

4. Operating Results. Customer is solely responsible for the use it makes of the Software, including, but not limited to, monitoring and verifying the input to and output from the Software.

5. LIMITED WARRANTY AND DISCLAIMER. 3M warrants to Customer that, for a ninety (90) day period following delivery of the Software, the then-current version of the Software will perform in substantial accordance with the corresponding documentation when used as instructed. If the Software fails to meet this warranty, 3M's sole obligation and Customer's sole remedy will be, at the option of 3M, correction of the Software to perform as warranted or refund of the applicable separate license fee paid. This warranty is void if the Software is modified or used with software or equipment for which it was not intended. **EXCEPT FOR THIS LIMITED WARRANTY, 3M DISCLAIMS ANY AND ALL WARRANTIES, WHETHER EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION ANY IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, NON-INFRINGEMENT AND TITLE AND THOSE ALLEGEDLY ARISING FROM TRADE USAGE OR COURSE OF DEALING. 3M DOES NOT WARRANT THAT THE SOFTWARE IS FREE FROM ALL BUGS, ERRORS OR OMISSIONS.**

6. Limitation of Liability. 3M will not be liable to Customer for any loss or damage resulting from lost data or information. Further, except for personal injury, 3M will not be liable for any indirect, special, incidental or consequential damages or economic loss based upon breach of warranty, breach of contract, negligence, strict liability in tort or any other legal theory, even if 3M has been advised of the possibility of such damages. THE PARTIES AGREE THAT 3M's MAXIMUM CUMULATIVE LIABILITY FOR ACTUAL DAMAGES FOR ALL MATTERS ARISING OUT OF OR RELATING TO THIS LICENSE SHALL NOT EXCEED TEN THOUSAND DOLLARS ($10,000).

© 3M 2011. All rights reserved.

7. Term and Termination. This License will terminate (i) if either party materially breaches a provision of this License and fails to cure such breach within thirty (30) days after receiving a written notice of breach from the nonbreaching party; or (ii) if Customer discontinues use of the Software. Upon termination of this License for any reason, Customer shall cease all further use of the Software and destroy or return to 3M all copies then in its possession or under its control. At 3M's request, Customer will certify to 3M in writing that it is in full compliance with the requirements of this paragraph.

8. U.S. Government End Users. This provision applies to all acquisitions of this Software by or for the Federal Government or by any prime contractor or subcontractor (at any tier) for the Federal Government under any contract, grant, cooperative agreement, other transaction, or other agreement with the Federal Government. By accepting delivery of this Software, the Federal Government hereby agrees that this Software qualifies as "commercial" computer software within the meaning of the acquisition or financial assistance regulations applicable to this procurement. The terms and conditions of this License shall apply to the Government's use and disclosure of this Software and shall supersede any conflicting contract terms and conditions. If this License fails to meet the Government's needs or is inconsistent with federal law, the Federal Government agrees to return this Software, unused, to 3M. The following additional statement applies only to acquisitions governed by DFARS Subpart 227.4 (October 1988): "Restricted Rights—Use, duplication and disclosure by the Government is subject to restrictions as set forth in subparagraph (c)(1)(ii) of the Rights in Technical Data and Computer Software clause at DFARS 252.227-7013 (OCT. 1988)."

9. General Provisions. This License constitutes the entire agreement between 3M and Customer with respect to use of the Software. This License is governed by and construed under Minnesota law, excluding its conflicts of law provisions. This License may not be amended, assigned, sublicensed or transferred by Customer without 3M's prior written consent. Failure of 3M to enforce any provision will not constitute a waiver of such provision or of the right to enforce such provision. If any provision of this License is held to be unenforceable by a court, the validity and enforceability of the other provisions will not be affected.

© 3M 2011. All rights reserved.

Introduction

About Data Manager

3M™ Digital Data Manager (Data Manager) software is used to transfer information between your circulation system and 3M equipment such as the 3M™ Digital Library Assistant (DLA). Primary functions include:

- Processing circulation data files (list files) generated by your circulation system and then exporting them to memory cards used by the DLA or other 3M equipment.
- Creating import and export formats that define which information appears on the DLA or other 3M equipment.
- Importing data collected by the DLA and creating a formatted text file that can be used to update your circulation system data.

Related documents

- *3M™ Digital Data Manager Model 747 Data Format Guide* – contains detailed information on the data requirements and data format types supported by Data Manager software. This guide will assist you in determining which supported format type is the best match for your library's data files.
- *3M™ Digital Data Manager Model 747 Staff Guide* – describes how to manage, export and import the list files used by the circulation system and the DLA or other 3M equipment.
- *3M™ Barcode Filters User Guide* – describes how to set up and use barcode filters.
- *3M™ Digital Library Assistant User Guide* – describes how to use the DLA, which uses data imported from Data Manager.
- *3M workstation and conversion station documentation* – describe how these systems use search lists and order lists.

© 3M 2011. All rights reserved.

Installation and setup overview

The steps required to install Data Manager 3.*xx* software will vary depending upon the installation type. See the descriptions below for an overview of installation procedures.

> Data Manager installation and setup should be performed by someone having in-depth knowledge of the library's circulation system.

Installing Data Manager for the first time

You must complete all the setup steps listed below before you can use Data Manager software. Once you complete the initial setup, day-to-day operations are relatively simple and straightforward.

Procedure	Page Number
Step 1 – Install Data Manager and DLA software	3
Step 2 – Install memory-card drive	6
Step 3 – Determine import/export format	9
Step 4 – Create list folders	10
Step 5 – Define list barcode validation parameters	13
Step 6 – Set export parameters	14
Step 7 – Test your export formats	18
Step 8 – Set import parameters	22

Upgrading Data Manager

If an older version of Data Manager software (v2.0 or higher) is installed on your computer, installing version 3.2 (or higher) will remove the older version and migrate your settings and formats to the new version.

Procedure	Page Number
Step 1 – Install Data Manager and DLA software	3

© 3M 2011. All rights reserved.

Step 1 – Install Data Manager and DLA software

Computer requirements

Before you install Data Manager software, make sure that your computer meets the following requirements:

Computer Requirements	Windows XP®, SP2 or SP3	Windows Vista® Business/Ultimate, SP1	Windows® 7 Professional
Processor	233 MHz minimum, 300 MHz or higher recommended	1GHz 32-bit (x86) or 64-bit (x64) minimum	1GHz minimum, 32-bit (x86) or 64-bit (x64)
RAM	128 MB minimum, 256 MB or higher recommended	1 GB minimum 2 GB recommended	1 GB minimum 2 GB recommended
Hard drive	Minimum 40 GB hard disk with at least 15 GB space available for data	Minimum 40 GB hard disk with at least 15 GB space available for data	Minimum 40 GB hard disk with up to 200 MB space reserved for log and statistics files
CD/DVD drive	CD or DVD drive	DVD drive	DVD drive
Monitor	800 x 600 SVGA minimum	DirectX® 9 support with WDDM driver, 128 MB graphics memory (minimum), Pixel Shader 2.0 in hardware, 32 bits per pixel	DirectX® 9 support with WDDM driver, 128 MB graphics memory (minimum), Pixel Shader 2.0 in hardware, 32 bits per pixel
USB ports	One port required for USB memory-card drive	One port required for USB memory-card drive	One port required for USB memory-card drive
Keyboard, mouse	Windows-compatible	Windows-compatible	Windows-compatible
Memory card drive	USB memory-card drive included	USB memory-card drive included	USB memory-card drive included

Privileges required for Data Manager

The following computer privileges are required to perform Data Manager tasks.

Task	Required Privileges	Notes
To install Data Manager	Administrator privileges	
To create Data Manager folders (as part of setup)	Administrator privileges	
To change Data Manager settings	Write access to the 3M section of the Windows Registry and 3M folder in the Program Files folder	At installation, Data Manager changes system settings so this access is available to **all** system users.
To write to Data Manager folders	Read and write access to folders	The administrator must grant this access to staff members who use these folders.
To eject the memory card	Eject privileges on the memory card	The default is to limit eject privileges to administrators. If non-admistrators will be working with the memory card, administrators must give them eject privileges.

© 3M 2011. All rights reserved.

Installing Data Manager software

If an older version of Data Manager software (v2.0 or higher) is installed on your computer, installing version 3.2 (or higher) will remove the older version and migrate your settings and formats to the new version.

Database files reside in these locations:

- Version 3.1 or lower — C:**Program Files**\3M Library Systems\ Data Manager
- Version 3.2 or higher — C:**ProgramData**\3M Library Systems\ Data Manager

.

Procedure

1 If Adobe® Acrobat® Reader is not installed on your computer, install it before you install the new version of Data Manager. (You can download the free Reader application from the Adobe website.) You will need this application to display Data Manager online help.

2 Insert the Data Manager CD-ROM into the CD-ROM drive on your computer.

- The CD-ROM will automatically start the installation program.
- If the install program does not start, use Windows Explorer to display the contents of the CD-ROM and double-click on **Setup.exe**.

3 If Microsoft® Access™ 2007 (MS Office® or RunTime) is not installed on your computer, this window (Figure 1) will appear. Click **Install** to install MS Access 2007 RunTime software.

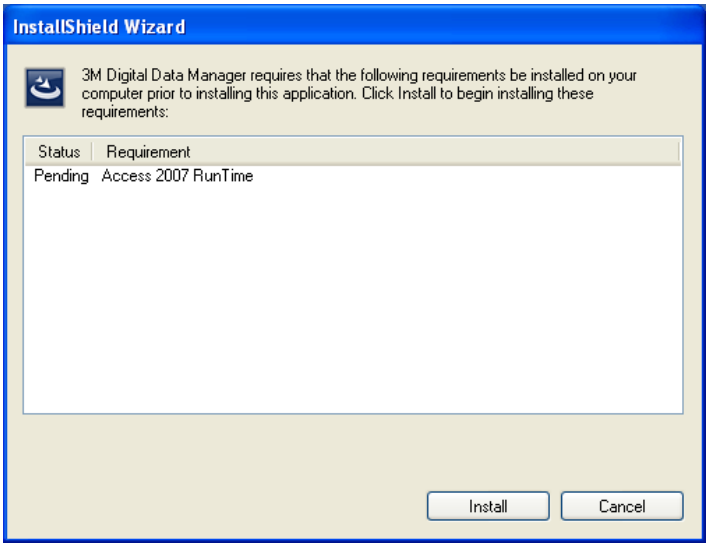

InstallShield Wizard
3M Digital Data Manager requires that the following requirements be installed on your computer prior to installing this application. Click Install to begin installing these requirements:
Status
Requirement
Pending
Access 2007 RunTime
Install
Cancel

Figure 1: MS Access™ 2007 RunTime installation.

© 3M 2011. All rights reserved.

4 Click **Next** to begin installing Data Manager software.

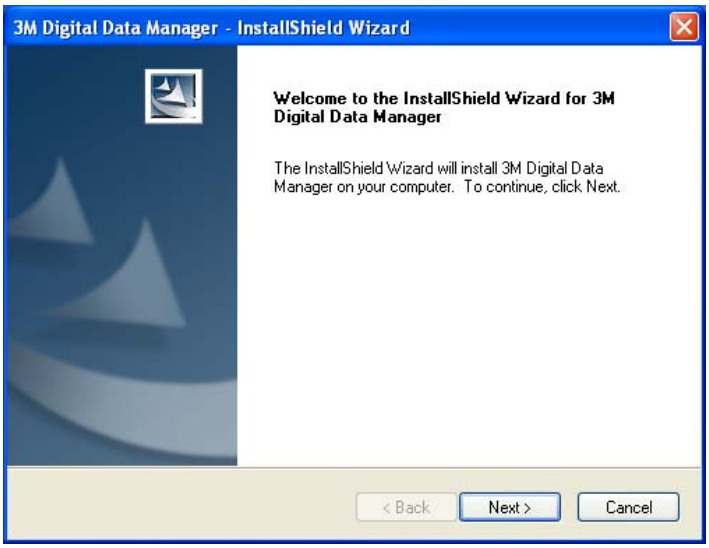

3M Digital Data Manager - InstallShield Wizard
Welcome to the InstallShield Wizard for 3M Digital Data Manager
The InstallShield Wizard will install 3M Digital Data Manager on your computer. To continue, click Next.
< Back
Next >
Cancel

Figure 2: Click the Next button to begin installing Data Manager software.

5 Click **Next** at each screen to follow the installation instructions. For a typical installation, **accept the default settings** on each screen.

6 On the final screen, click **Finish** to complete the installation. A **3M Data Manager** icon will be created on your Windows desktop.

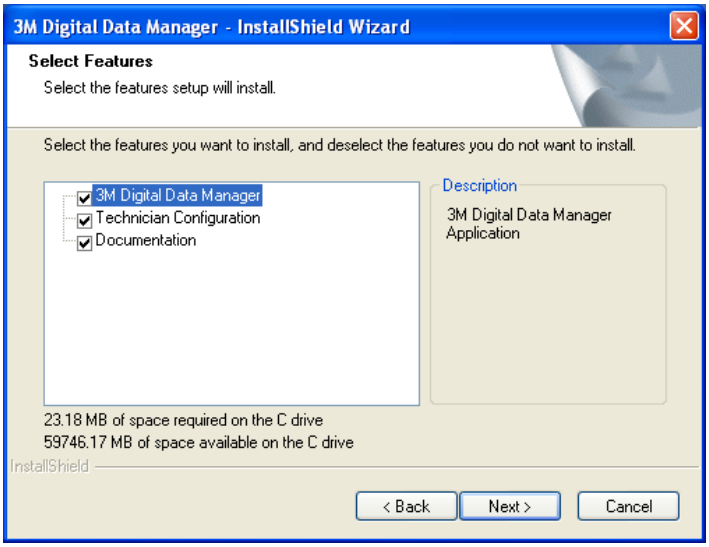

3M Digital Data Manager - InstallShield Wizard
Select Features
Select the features setup will install.
Select the features you want to install, and deselect the features you do not want to install.
3M Digital Data Manager
Technician Configuration
Documentation
Description
3M Digital Data Manager Application
23.18 MB of space required on the C drive
59746.17 MB of space available on the C drive
InstallShield
< Back
Next >
Cancel

Figure 3: For most installations, select all components.

Installing Digital Library Assistant (DLA) software

Install 3M DLA software on the same computer that you will use to run Data Manager. Data Manager software will be used to load DLA software onto the DLA.

After you install DLA software onto the computer, Data Manager will copy it to the memory card each time you perform an export to the DLA.

See the *3M™ Digital Library Assistant User Guide* for DLA software installation instructions.

DLA Software Export
Unable to include DLA software with the Export. DLA software is not installed.
Continue with export?
Yes
No

© 3M 2011. All rights reserved.

Step 2 – Install memory-card drive (new drive only)

Before you begin

The procedures that follow are only for users with new memory-card drives. If you are already using a drive delivered with a previous version of Data Manager, installing the new drive is not required.

Please read the manufacturer's instructions before installing or using the new memory-card drive.

If you have problems

If these installation procedures do not work on your computer, call 3M Service (see the last page in this guide).

Step 2.1 - Install the new memory-card drive

With the computer running, plug the memory-card drive USB cable into an available USB port. Windows XP, Vista or Windows 7 will discover the new drive and install the appropriate driver.

© 3M 2011. All rights reserved.

Step 2.2 - Check the memory-card drive's operation

Procedure

1 After Windows installs the memory-card drivers, double-click the **My Computer** icon on the desktop.

2 Two new drive icons called **Removable Disk** appear in the **My Computer** window. (See Figure 1.)

- Windows automatically creates these icons and assigns the next available letters to them. (See Figure 2.)
- The first drive letter (in this example, E:) is assigned to the **CompactFlash® (CF)** drive slot and card used for Data Manager data. (This is the drive letter that you will select in Data Manager as your import/export location.)

> To avoid confusion, you may want to rename this drive slot with a name such as "DM Drive."

- The second drive letter (in this example, F:) is assigned to the unused **Secure Digital™ (SD)** slot of the drive.

> The drive letters that Windows assigns to each of the two drive slots may vary depending on the types of devices connected to your computer.

3 Insert a memory card into the lower (CF) slot on the front of the memory-card drive.

To remove a memory card from the drive slot, always follow the procedure **Removing a memory card** , which appears on page 8.

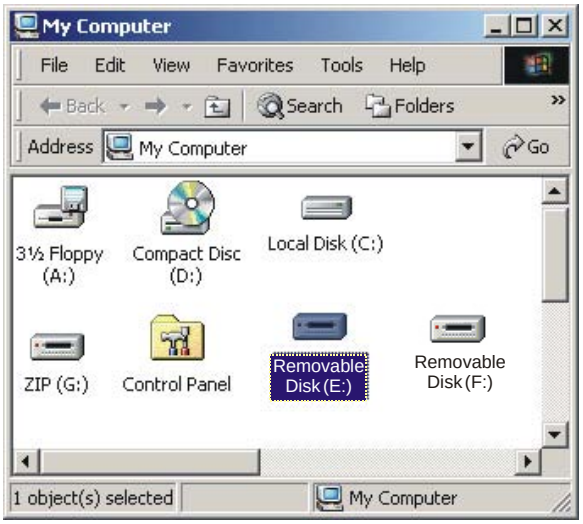


Figure 1: Windows creates two new Removable Disk icons for the new memory-card drive.

Slot 1 – Not used	Slot 2 – Data Manager memory-card drive
Removable Disk (F:) *	Removable Disk (E:) *
Slot 1 is a **Secure Digital (SD)** drive, which is not used by Data Manager.	Slot 2 is a **CompactFlash (CF)** drive that accepts memory cards used with the DLA. This is the drive used by Data Manager. ▪ The memory-card drive (slot 2) is assigned the lower of the two new drive letters that appear in the **My Computer** window.
* The drive letters that Windows assigns to the two drives may vary depending on the types of devices connected to your computer.	

Figure 2: Data Manager uses the CompactFlash (CF) drive (slot 2).

© 3M 2011. All rights reserved.

Removing a memory card

IMPORTANT!

Always use the following procedure to remove the memory card from the memory-card drive. You must have "eject" privileges to remove the memory card.

DO NOT remove a memory card while the activity light on the memory-card drive is flashing.

- If you remove the memory card before the activity light stops flashing, you may corrupt the data files on the memory card (making it impossible for other equipment to read the data).
- If this happens, you may have to use Windows to reformat the memory card.

1 **Important! - Wait** until the export or import operation completes.
   - When the activity light on the memory-card drive stops flashing, the import/export operation is complete.

2 Make sure that there are no open windows that display the memory-card drive or its contents.

3 On the Windows desktop, double-click **My Computer**.

4 Right click on the memory-card drive's **Removable Disk** icon.
   - The memory-card drive appears as two different removable-disk icons.
   - The first drive letter is assigned to the **CompactFlash** portion of the drive (used by Data Manager). You may want to rename the compact flash drive with a name such as "DM Drive."
   - The second drive letter (not used) is assigned to the **Secure Digital** portion of the drive.

5 On the pop-up menu, click **Eject**.
   - **Important! -** After clicking **Eject**, you must **wait ten seconds** before removing the memory card.

6 **Wait 10 seconds** and then remove the memory card.

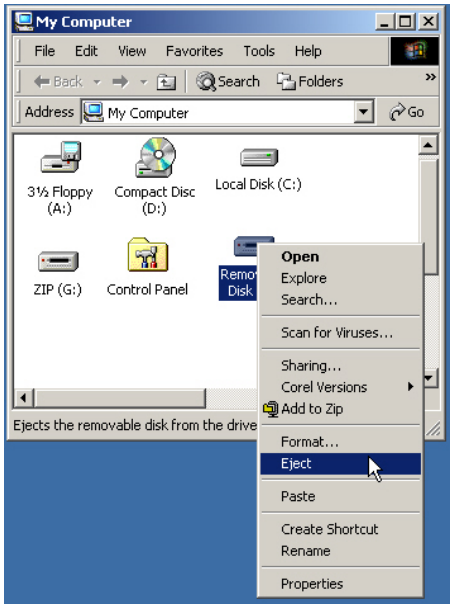


Figure 3: Right-click the removable disk icon and click Eject.

Step 2.3 - Configure memory card eject privileges

Staff members who will work with memory cards must be given eject privileges which, by default, are reserved for administrators.

1 Use one of the following paths to change "eject" privileges:
   - In Windows XP or Vista, select **Control Panel > Administrative Tools > Local Security Policy > Local Policies > Security Options > Devices: Allowed to format and eject removable media.**
   - In Windows 7, select **Control Panel > System and Security > Administrative Tools > Local Security Policy > Local Policies > Security Options > Devices: Allowed to format and eject removable media.**

2 Assign privileges as required, then click **OK**.

© 3M 2011. All rights reserved.

Step 3 – Determine import/export format requirements

Use the *3M™ Digital Data Manager Model 747 Data Format Guide for* step-by-step information on setting up Data Manager parameters. These parameters (such as import/export formats and barcode validation) depend on the format of the text files that you generate from your circulation system.

- Make sure that you can consistently generate accurate lists from your circulation system.
- As you use Data Manager, the export procedures help identify problems with the data in your circulation system (such as missing information and incomplete barcodes)

You may have to correct inconsistencies and errors in the records stored in your circulation system.

Step 3.1 – Determine data-format requirements

You must complete this step *before* you can configure the Data Manager software.

Before attempting to use Data Manager...

1 Follow the steps in the *Data Format Guide* to determine file formats and format parameters.

Step 1	Determine the **List Barcode Validation parameters** necessary to extract barcode data from the list files that you generate from your circulation system.
Step 2	Determine the **file formats** for the list files that you will generate from your circulation system.
Step 3	Determine **export format parameters** that specify what fields will be exported from these list files for display on the DLA or other 3M Digital ID equipment.
Step 4	Determine **import format parameters** that specify formats for the text files that Data Manager creates from the data collected by the DLA. Data Manager formats these files so they can be used to update data in your circulation system.

2 Record your parameter settings on the *3M™ Digital Data Manager Data Format Worksheet*.

Step 3.2 – Generate list files

1 Use your circulation system to generate **shelf-order lists** and **search lists**.

- Make sure that the file format matches one of the three format types supported by Data Manager. (See the *Data Format Guide* for descriptions and examples of file formats.)
- **Important:** If your library uses a *location*-based shelving system, your circulation system must also generate **Location Lists** that identify designated locations in the library with location IDs and descriptions.

2 Save these files in a location that is accessible to the computer you will use to run Data Manager software.

- These list files will be used to test the export formats that you create.

© 3M 2011. All rights reserved.

Step 4 – Create list folders

Before you can use Data Manager, you must create **Shelf Order List**, **Search List**, and **Pull List** folders. Once created, you can configure Data Manager to display the contents of these folders.

- Data Manager software uses lists that are stored in these folders only.
- The data lists generated from your circulation system must be placed in their respective folders.
- **Note:** If **location lists** are used, they must be placed into the **Shelf Order List** folder.

Step 4.1 – Create shelf-order, search-list, and import folders

1 Create folders for your lists:

a Create a folder for **shelf-order lists** (which will also hold location lists if used).

b Create a folder for **search lists**.

c Create a folder for your **pull lists**.

- You may create the folders on a local hard drive or on a network drive.
- The three list folders must be separate (one list folder cannot be located within another list folder).
- You may name folders anything you like.

Storing lists on a network drive may degrade (slow) performance.

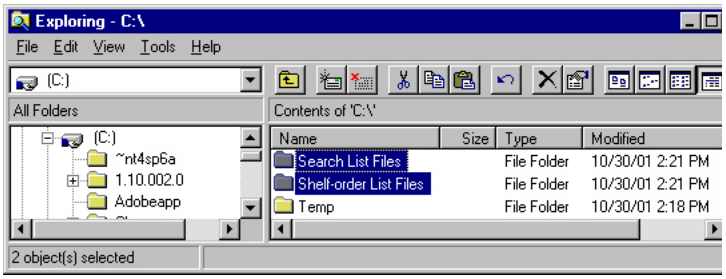


Figure 4: Create list folders in a location on your hard drive that is easily accessible.

2 Create an import destination folder.

- Data Manager creates a category folder for each collection category that you create. These folders are stored in the **Import File Destination** folder. (See **Step 8.2 – Create collection categories** on page 24.)

3 Ensure that staff members who will be working with these folders have read and write access to them.

Step 4.2 – Move the list files into the correct folders

1 Locate the shelf-order lists, pull lists, search lists and location lists (if used) that you generated earlier.

2 Move list files into the correct folders:

- Move the shelf-order files into the **shelf-order lists** folder. Also, if location lists are used, move them into this folder.
- Move the search list files into the **search lists** folder.
- Move the pull list files into the **pull lists** folder.

You may add or remove files from the folders at any time.

© 3M 2011. All rights reserved.

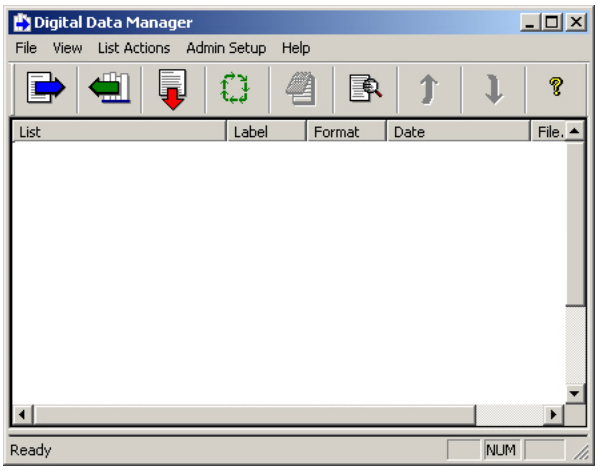
Step 4.3 – Start Data Manager software

1 Double-click the 3M Data Manager icon on your PC desktop.

- or -

Use the **Start** button (located on the Windows task bar) to start Data Manager software.

- The Data Manager main screen appears.

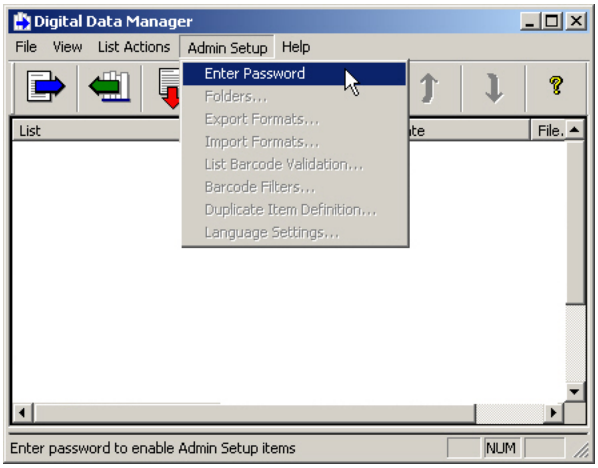


The file list remains blank until you select list-folder locations.

2 Enter **Admin Setup**.

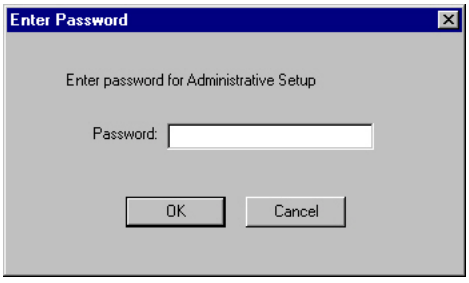
a From the **Admin Setup** menu, click **Enter Password**.

- The Enter Password dialog box appears.



b Type the admin password in the **Password** text box.

c Click **OK**.



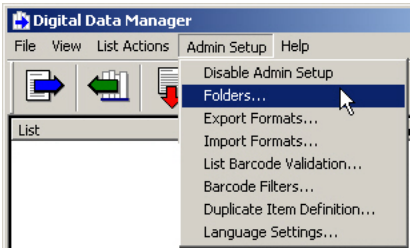
© 3M 2011. All rights reserved.

Step 4.4 – Specify list folder and export/import locations

1 Insert a memory card into the memory-card drive.

2 Start Data Manager software.

3 From the **Admin Setup** menu, click **Folders**. The **Folders** dialog box appears.



4 From the Folders dialog box, specify the locations for the folders that you created earlier.

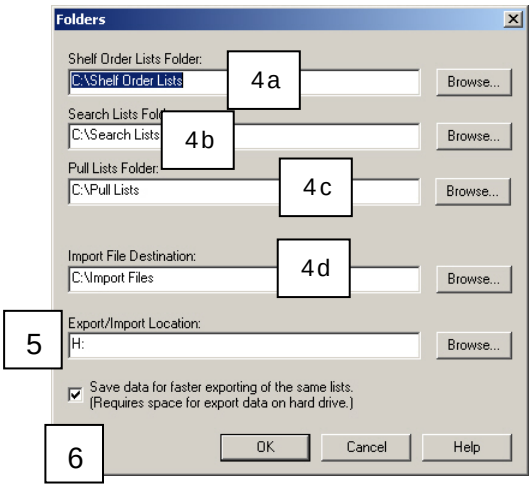
a Specify the **Shelf Order Lists** folder location.

b Specify the **Search Lists** folder location.

c Specify the **Pull Lists** folder location.

d Specify the **Import File Destination** folder location (a user-created folder where Data Manager saves data that it imports from a memory card.)

- Click the **Browse** buttons to select the list folders that you created earlier (see page 10).
- If a folder does not exist, enter the path of the new folder that you want to create.



5 Select the **Export/Import Location** (memory-card drive).

- Use the **Browse** button to select the memory-card drive that you will use with Data Manager.

6 Check the **Save data for faster exporting of the same lists** checkbox to save a backup copy of the latest export on your hard drive.

- This allows faster exporting if you are exporting the same group of lists to multiple memory cards.

Always enable this option unless your computer has limited hard-disk space.

7 Click **OK**. The list folders (and any files and subfolders in these folders) appear in the main window. (See Figure 5.)

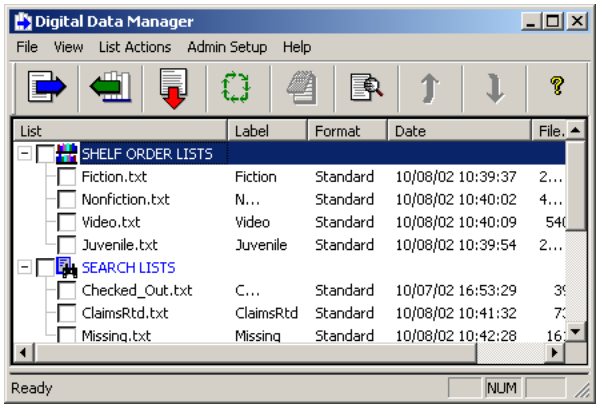
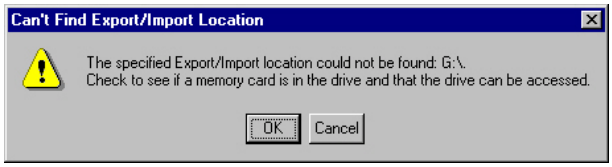


Figure 5: Once you define folder locations, the folders and their contents appear in the main window.

Can't Find Export/Import Location

The following warning message appears if a memory card is not in the memory-card drive.


Can't Find Export/Import Location
The specified Export/Import location could not be found: G:\.
Check to see if a memory card is in the drive and that the drive can be accessed.
OK
Cancel

- If the drive letter shown in the message is correct, click **OK**.

© 3M 2011. All rights reserved.

Step 5 – Define list barcode validation parameters

Barcode validation parameters are used to validate the barcode data in the list files generated from your circulation system. Records with invalid barcodes are not exported and will generate an export error.

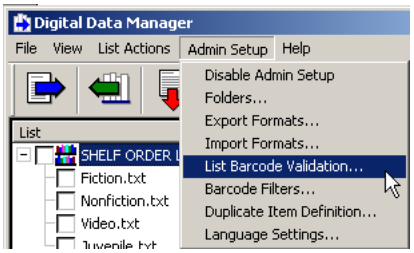
- The *Data Format Guide* includes detailed descriptions and examples of barcode validation parameters.

Refer to the *Data Format Worksheet* that you completed earlier for barcode validation settings.

To define barcode validation parameters

1 From the **Admin Setup** menu, click **List Barcode Validation**.

- The List Barcode Validation Parameters dialog box appears.



2 Assign the **Valid Length** parameters.

- After processing (removal of any invalid characters), the final length must be within the range specified here.
- If all barcodes are the same length, enter the same minimum and maximum length.

3 Select **Valid Characters**.

- Define which characters are allowed in a valid barcode by checking the appropriate valid character boxes.
- Other characters can be entered in the **Additional Valid Characters** text box.

4 Click **OK**.

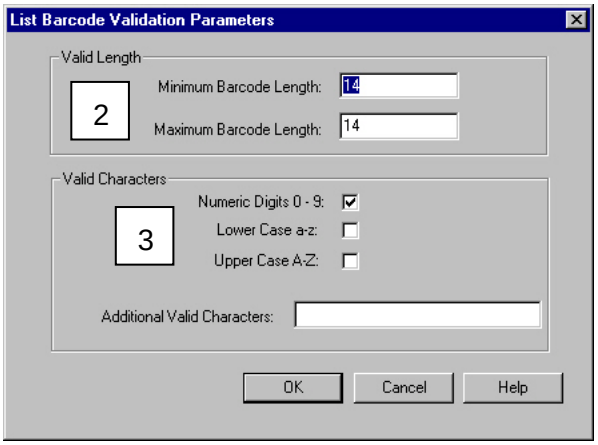


Figure 6: Barcode validation parameters are used to test the barcode data in each record of the list files generated from your circulation system.

© 3M 2011. All rights reserved.

Step 6 – Set export parameters

Export formats must be assigned to a list file before the list file can be exported onto a memory card for use by the DLA or other equipment.

See the *Data Format Guide* for detailed descriptions and examples of various export formats.

Export-format parameters

Each **export format** includes a set of export-format parameters that allow you to specify:

- The **field and record delimiters** for list files created by your circulation system.
- The field within the item record that contains the **barcode information**.
- The portions of the item record that will be displayed (on the DLA or other equipment) as **Primary and Secondary Information** fields.
- Any **labels** that you want to include in the Primary and Secondary Information fields. (The DLA and other equipment display these labels to help you interpret the displayed data.)
- If **Location tags** are used by the library, export-format parameters allow you to specify location IDs and descriptions that will be displayed (on the DLA or other equipment) as **Location Information** fields.

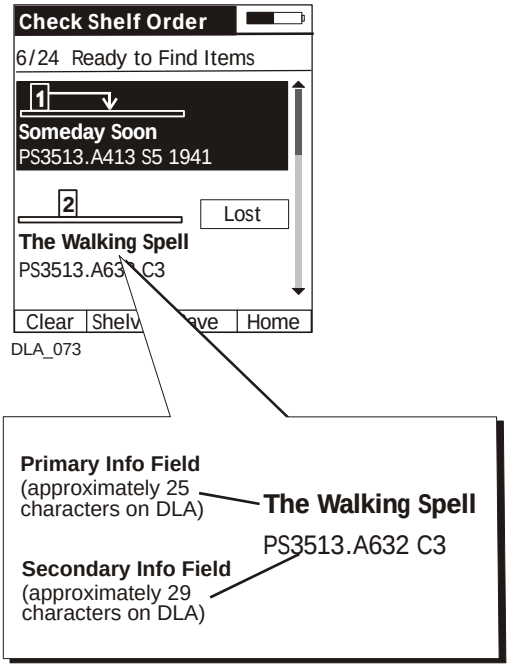


Figure 7: An export format defines what information appears in the Primary and Secondary Info Fields on the DLA or other equipment. (If location IDs are used, location information is displayed as well as primary and secondary information.)

About location IDs

Location IDs are used by many libraries, especially larger facilities, to clearly identify specific areas in a building such as individual shelving units, groups of units, and areas located on different floors or wings throughout a facility.

If location IDs are used with Data Manager, the export-format parameters described above are used to prepare location barcodes and descriptions for display on a DLA or other 3M equipment.

When location IDs are used, the DLA or other equipment displays corresponding Location information with item ID Primary and Secondary information. (Figure 7 shows Primary and Secondary information only.)

© 3M 2011. All rights reserved.

Step 6.1 – Create export formats

The *Data Format Guide* includes detailed descriptions and examples of export-format parameters.

To create export formats

1 From the **Admin Setup** menu, click **Export Formats**.

- The **Export Formats** dialog box appears.

2 Click **New**.

- The **New/Edit Export Format** dialog box appears. (See Figure 9.)

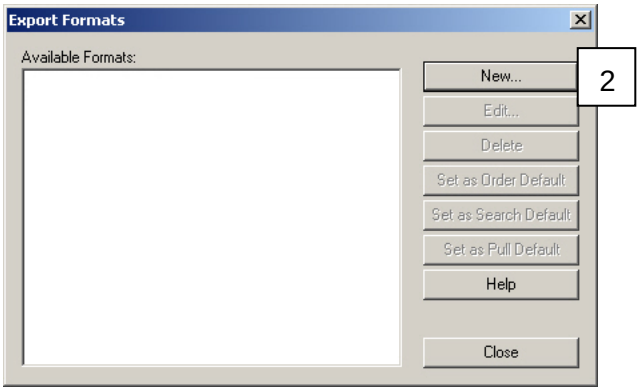


Figure 8: Click New to create a new format.

3 Type a name in the **Format Name** text box.

- This name will appear on the drop-down list in the main window's **Format** column.

4 Click the **Format Type** drop-down list and select the format type generated from your circulation system.

You should have recorded the format type on the *Data Format Worksheet*.

5 Define the parameter values.

a Click (select) a parameter in the list.

b Type the parameter value in the text box located at the bottom of the dialog box.

c Press the **Enter** key.

- You can also click **Update** or select another parameter to enter a value.

d Continue until all parameter values are entered.

6 Designate default export formats (optional).

- See **Designating a default export format (optional)** on page 16 for details.

7 Click **OK** when you are finished.

- The new format appears in the **Export Formats** dialog box.

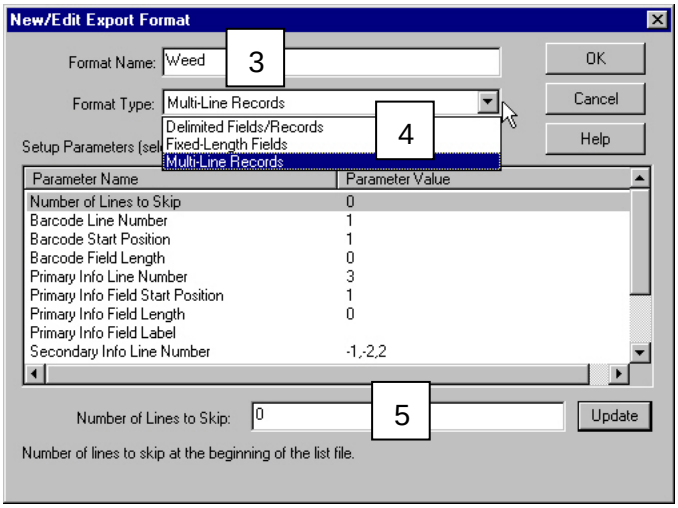


Figure 9: Each Format Type has a different set of parameters.

© 3M 2011. All rights reserved.

Designating a default export format (optional)

If you set default export formats, Data Manager assigns the default export format to any new list file that you add to a list folder.

- List files that you move into the Shelf Order Lists folder are assigned the **Order Default** export format.
- List files that you move into the Search Lists folder are assigned the **Search Default** export format.
- List files that you move into the Pull Lists folder are assigned the **Pull Default** export format.

To designate a default export format

1 From the **Available Formats** list, select a format.

2 Click **Set as Order Default** or **Set as Search Default** or **Set as Pull Default.**

- Any new list files placed into these folders are automatically assigned the default format for that folder.
- The same format can be set as the Order Default, Search Default, and Pull Default.

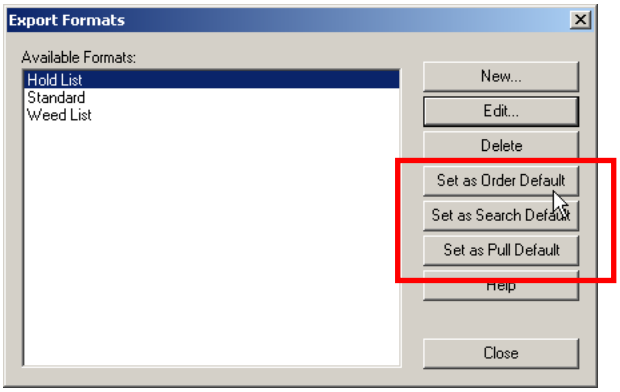


Figure 10: Select an import format and click Set Default.

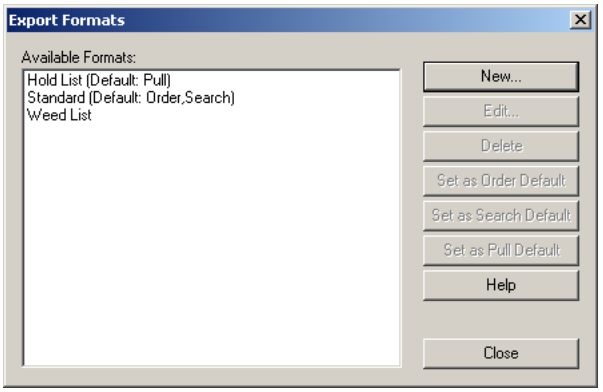


Figure 11: Once you set a default export format, you can clear it and set a different default.

© 3M 2011. All rights reserved.

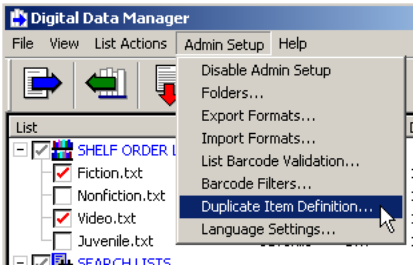
Step 6.2 – Set up Duplicate Item Definitions (optional)

Duplicate item checking is helpful if your library has groups of items (each item with a unique barcode) that are shelved together, and the shelf order within the group is not important (for example, multiple copies of the same book).

Duplicate item checking is used with shelf-order lists only.

1 From the **Admin Setup** menu, click **Duplicate Item Definition**.

- The **Duplicate Item Definition** dialog box appears.



2 Click the **Enable duplicate item checking based on** checkbox to enable or disable duplicate item checking.

Duplicate item checking enabled (checked ☑)
When checking shelf order with the DLA, groups of consecutive items (that meet the specified match criteria) can be shelved together in any order.

Duplicate item checking not enabled (not checked ☐)
When checking shelf order with the DLA, each item will have its own distinct shelf position.

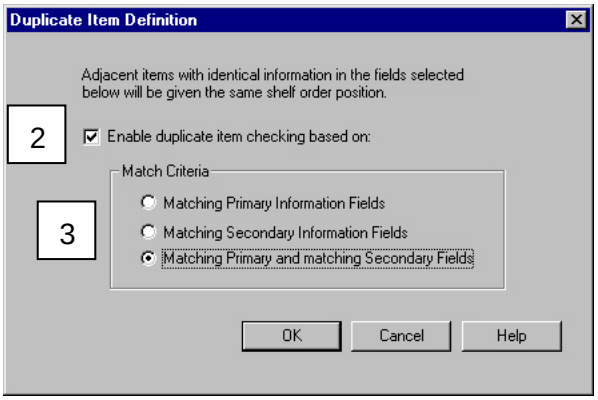

Duplicate Item Definition
Adjacent items with identical information in the fields selected below will be given the same shelf order position.
2
Enable duplicate item checking based on:
Match Criteria
3
Matching Primary Information Fields
Matching Secondary Information Fields
Matching Primary and matching Secondary Fields
OK
Cancel
Help

Figure 12: Duplicate item checking is only used with shelf-order lists.

3 Select the **Match Criteria** for shelf-order lists.

Matching Primary Information Fields
Any *consecutive* records in the shelf-order list that have identical information in their **primary information fields** will be exported with the same shelf position.

Matching Secondary Information Fields
Any *consecutive* records in the shelf-order list that have identical information in their **secondary information fields** will be exported with the same shelf position.

Matching Primary and matching Secondary Fields
Any *consecutive* records in the shelf-order list that have identical information in **both** primary and secondary information fields will be exported with the same shelf position.

4 Click **OK**.

© 3M 2011. All rights reserved.

Step 7 – Test your export formats

Step 7.1– Debug your export formats

Follow this procedure whenever you create a new export format or edit an existing export format.

To preview the file export

1 Select a list file from the main window.

2 Apply an **export format** to the list file.

- Click in the list file's format column to display a pop-up list of export formats. (See Figure 13.)

3 From the **View** menu, click **Preview File Export**.

- A Notepad window displays the first 1000 records. (See Figure 14.)

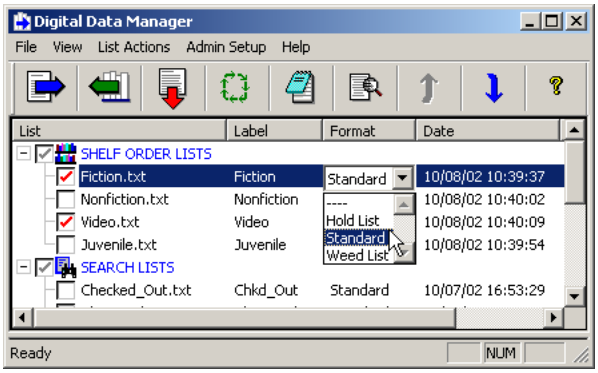


Figure 13: Select a file to preview and assign an export format.

4 Check the export preview for any missing information, invalid barcodes, and formatting problems.

If you encounter excessive errors and warnings, check your export-format settings:

- If the primary, secondary or location (if used) info fields include the **wrong information**, check the export format parameters.
- If primary, secondary or location (if used) information are not displayed correctly, check the **field-start position** and **field length** parameters defined in your export format.
- If **all barcodes are invalid**, check the barcode validation parameters that you set earlier.
- **Missing information** may also be caused by incorrect data in your circulation system.
- If **information is difficult to read**, you may want to insert additional spaces between field labels and/or other information.

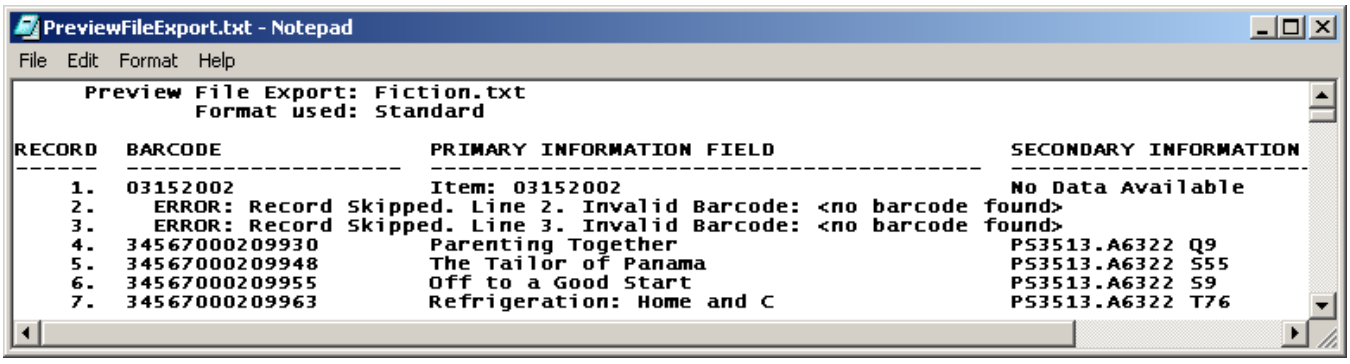

PreviewFileExport.txt - Notepad
File Edit Format Help
Preview File Export: Fiction.txt
Format used: Standard
RECORD BARCODE PRIMARY INFORMATION FIELD SECONDARY INFORMATION
1. 03152002 Item: 03152002 No Data Available
2. ERROR: Record Skipped. Line 2. Invalid Barcode: <no barcode found>
3. ERROR: Record Skipped. Line 3. Invalid Barcode: <no barcode found>
4. 34567000209930 Parenting Together PS3513.A6322 Q9
5. 34567000209948 The Tailor of Panama PS3513.A6322 S55
6. 34567000209955 Off to a Good Start PS3513.A6322 S9
7. 34567000209963 Refrigeration: Home and C PS3513.A6322 T76

Figure 14: Check for missing information and any formatting problems that may affect how the primary, secondary or location (if used) information fields are displayed. Note that the Location ID column is not visible, and is located to the right of the Secondary Information column.

© 3M 2011. All rights reserved.

Step 7.2 – Export lists and check for errors and warnings

Once you have set up export parameters and previewed the export, you can export the list files and check for any errors and warnings.

The *Data Manager Staff Guide* provides descriptions on how to use the Summary Log and Export Log.

Procedure

1 Insert a memory card into the memory-card drive.

2 Click **Refresh** .

- This displays any changes such as adding or removing files from the list folders.

3 Select (check) the **lists** and **collection categories** that you want to export.

- Make sure the order that the shelf-order lists appear in the main window matches the physical location of items in the library.

4 From the toolbar, click **Export** .

- The **Export Lists and Categories** dialog displays a list of the files to be exported.

5 Click **OK**.

- Data Manager exports the selected lists and collection categories to the memory card.
- Records with errors will not be exported.

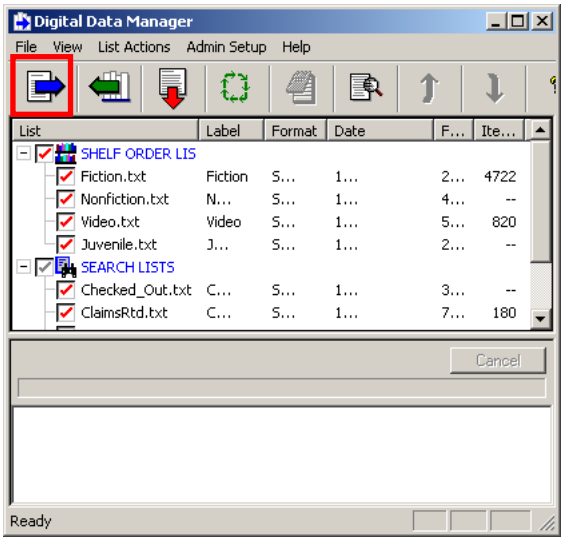

Digital Data Manager
File View List Actions Admin Setup Help
List Label Format Date F... Ite...
SHELF ORDER LIS
Fiction.txt Fiction S... 1... 2... 4722
Nonfiction.txt N... S... 1... 4... --
Video.txt Video S... 1... 5... 820
Juvenile.txt J... S... 1... 2... --
SEARCH LISTS
Checked_Out.txt C... S... 1... 3... --
ClaimsRtd.txt C... S... 1... 7... 180
Cancel
Ready

Figure 15: Check ( ) the lists and categories that you want to export.

6 Check the **Summary Log** (located in the bottom pane of the main window) for any export errors or warnings.

7 Correct any errors and warnings that are listed in the Error Log.

- **Errors** are caused by missing or invalid barcodes in the list files generated by your circulation system.
- **Warnings** may be caused by missing primary, secondary or location (if used) information in the list files generated by your circulation system.

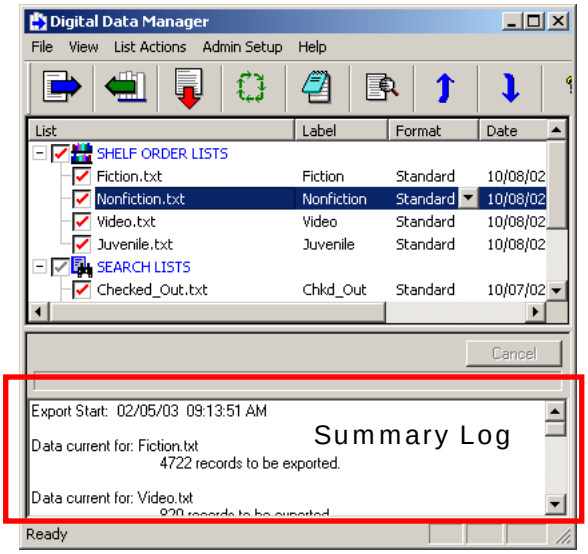


Figure 16: Scroll down the summary log to view any export errors and warnings.

© 3M 2011. All rights reserved.

About debugging export errors and warnings

You should have debugged your **export formats** in **Step 7.1– Debug your export formats** on page 18. As you begin to use Data Manager to export data, you will occasionally encounter errors and warnings.

If you encounter excessive errors and warnings

There may still be problems with your export formats.

See **Step 7.1– Debug your export formats** on page 18 for more information.

If you encounter a few errors and warnings

There may be problems with the circulation records in your list files.

- **Errors** may be caused by missing or invalid barcodes in the list files generated by your circulation system.
- **Warnings** may be caused by missing (or incomplete) primary, secondary or location (if used) information in the list files generated by your circulation system.

You may want to create an in-house policy on how to deal with problems with circulation records. The Data Manager export log is a text file that lists these problems.

- See the *Staff Guide* for more information on using the the export log to identify errors and warnings.

Detecting errors and warnings

Export debugging may require you to repeat the export process until you eliminate any export errors and warnings. To ensure that export errors and warnings are reported for each export, follow the guidelines below.

Export errors and warnings are only reported if the list file(s) were processed during export. This processing occurs if:

- The file is new.
- The file has been changed and saved.
- An existing file is replaced with a new file that has the same name.
- A file's export format or label was changed.

If none of the above applies, you can select **Clear Database** from the **File** menu.

For example: if you export a file and encounter 50 errors and you export it again without changing the file (or changing any of the items listed above):

- The file is not processed.
- The number of warnings and errors reported for that file will be zero.

The 50 records that had errors will not be exported.

© 3M 2011. All rights reserved.

Step 7.3 – View the exported lists on the DLA or other equipment

The final check of an export format requires that you view the exported information on the 3M equipment where the lists will be displayed.

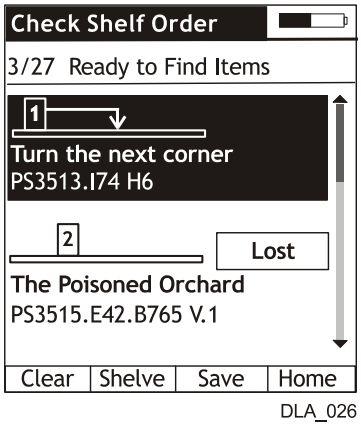
1 Insert the memory card into the DLA (or other equipment).

2 Make sure that primary, secondary and location (if used) information is displayed correctly. If location information is used, it typically is displayed near its corresponding primary and secondary information.

For lists used by the DLA:

- Perform the Sort & Shelve or Collect Data function on the DLA to display your shelf-order export format.

See the *Data Format Guide* for detailed information on display planning.

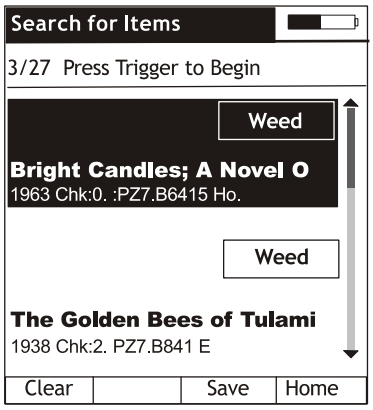


DLA_026

Figure 17: Make sure that primary and secondary information is displayed correctly.

3 If necessary, edit the export format to make the information displayed more usable.

- You may want to insert field labels, additional spaces, and/or other information that may help the user.
- If primary, secondary or location (if used) information, e.g., call number, date, etc. is not displayed correctly, check the **field-start position** and **field-length** parameters defined in your export format.



DLA_027

Figure 18: Export formats for some tasks (such as weeding) may include "field labels" and additional information not found in shelf-order lists.

© 3M 2011. All rights reserved.

Step 8 – Set import parameters

You must set up import formats and export collection category labels to a memory card **before** attempting to use the DLA to collect data. These collection category labels are exported to a memory card for use by the DLA.

Overview

Data Manager software can import collected **Item IDs** from a memory card and save them as formatted text files. These text files can be used to update data stored in your circulation system (e.g., inventory dates).

Collection Categories

Use Data Manager to create different collection category labels that are exported to a memory card and displayed on the DLA.

- When you use the DLA to collect Item IDs (read from 3M™ RFID tags) you can save the Item IDs to the memory card in any of the collection categories that you exported earlier.
- Collected data can be saved in a specific category. This helps ensure that the imported text files do not contain "mixed use" item IDs (e.g., inventory and weeded items in the same file).

Import Formats

Each time you import a collection category, Data Manager saves the collected Item IDs from that category in a separate, formatted text file.

- Data Manager saves these files in folders located in the **Import File Destination** folder.
- Each file name includes the import date.

Use Data Manager to create **Import Formats** that determine how these text files are formatted.

- Use the import format parameters (e.g., header string, barcode prefix, etc.) to add any special headers and command codes required by your circulation system.
- Figure 19 shows an example of a formatted text file with barcode prefixes, headers, etc. Your formatted files may look quite different depending upon your circulation system requirements.

Default Import Formats

If you designate a default import format: each time you add a category, the default import format automatically appears in the **Import Format** text box.

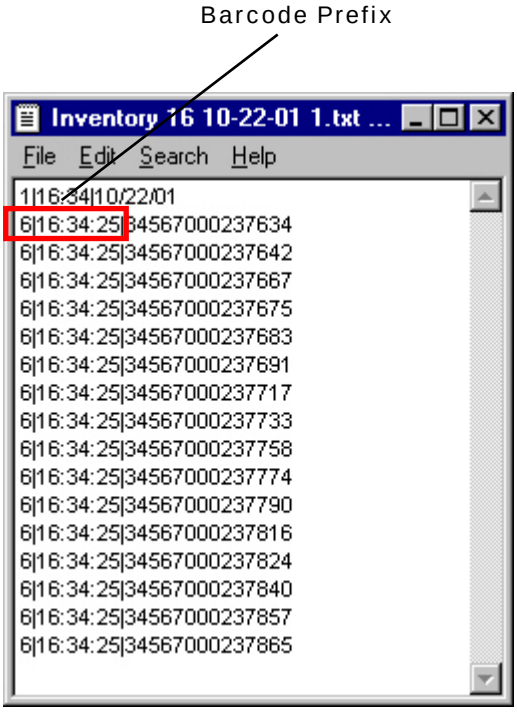


Figure 19: Import format parameters allow you to add any headers or command codes required by your circulation system.

© 3M 2011. All rights reserved.

Step 8.1 – Create and preview import formats

Data Manager imports the Item IDs from a **collection category** and/or **Pull-list Results** and converts them into text files. An **Import Format** defines how these text files are formatted.

- The import format should include any command codes required by your circulation system.
- The import format can also add primary and/or secondary information to each record in imported collection and pull-list results text files.
- Data Manager automatically assigns the "Pulled" and "Not Pulled" import formats to pull-list results. You can edit these formats but you cannot assign different formats to pull results.

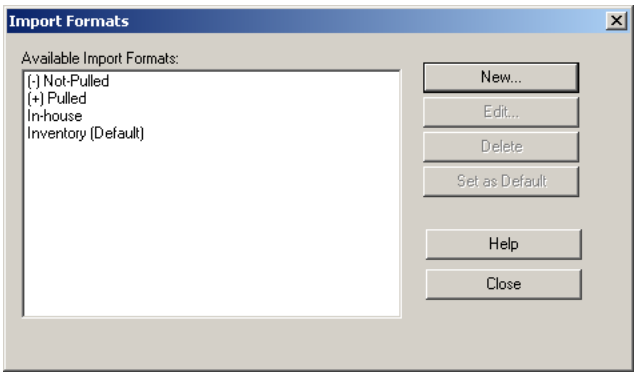


Figure 20: Import Formats dialog box.

To define input format parameters

1 From the Admin Setup menu, click **Import Formats**.

2 Click **New** to create a new import format.

To edit an existing import format
Select an existing Import Format and click **Edit**.

3 Define the **Import Format Parameters**.

See the *Data Format Guide* for detailed descriptions and examples of input format and date/timestamp characters.

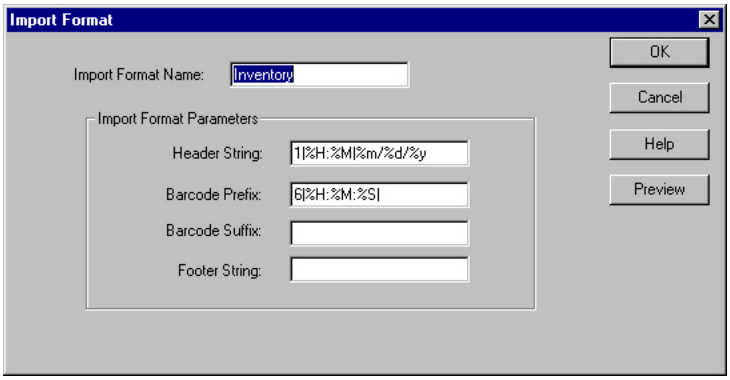


Figure 21: Import Format Parameters.

To check the import format

1 Click **Preview** to check the import format.

- The characters shown (abc1234567890, etc.) are generated as a sample barcode.

2 Click **OK** when you are done.

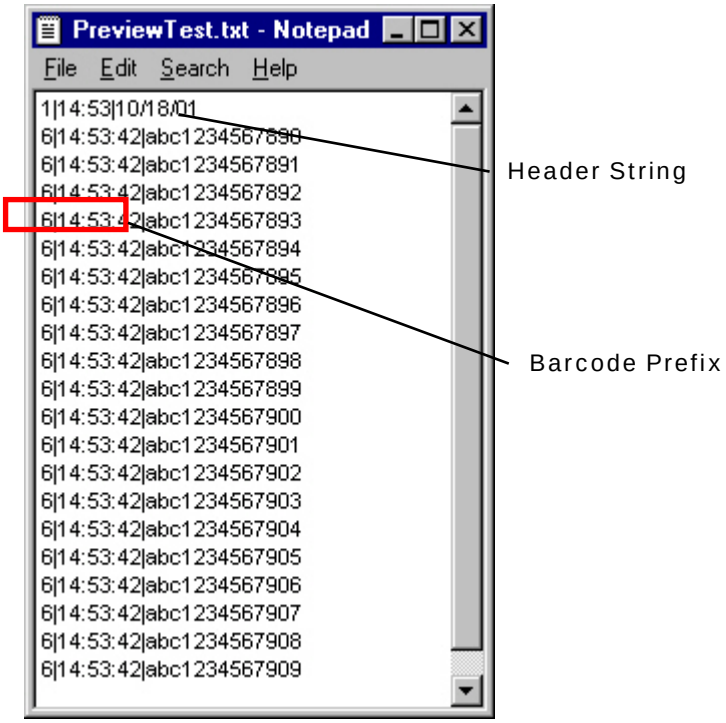


Figure 22: Preview the import format to ensure that the formatting meets your circulation system's requirements.

To designate a default import format

1 From the **Admin Setup** menu, click **Import Formats**.

2 From the **Available Import Formats** list, select the format that you want to designate as the default format.

3 Click **Set Default**.

- When you add a category, the default import format automatically appears in the **Import Format** text box.

© 3M 2011. All rights reserved.

Step 8.2 – Create collection categories

You can create collection categories for various tasks. For example, you might create an “in-house” collection category where you save the Item IDs for each in-house item that you read with the DLA.

1 From the Data Manager **List Actions** menu, click **Add Category** to display the **Add Category** window.

2 Define the following parameters:

- **Category Name –** type the name that you want displayed in the **Collection Categories** listing.
- **Category Label –** type the description (up to 10 characters) to be displayed in the Data Manager **Label** column and on the DLA.
- **Import Format** – select the Import Format that you want to apply to collected data that you save in this category.

3 Click **OK**. Data Manager creates a new category folder (with the same name as the category name) in the Import File Destination Folder.

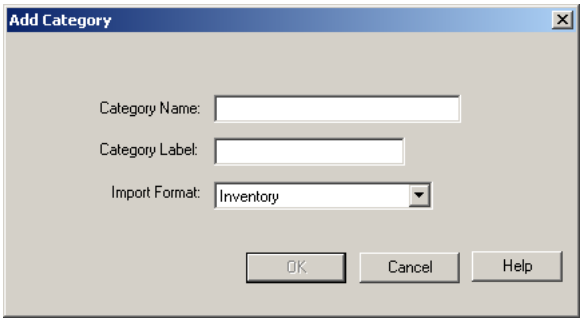


Figure 23: You can create collection categories for various collection tasks.

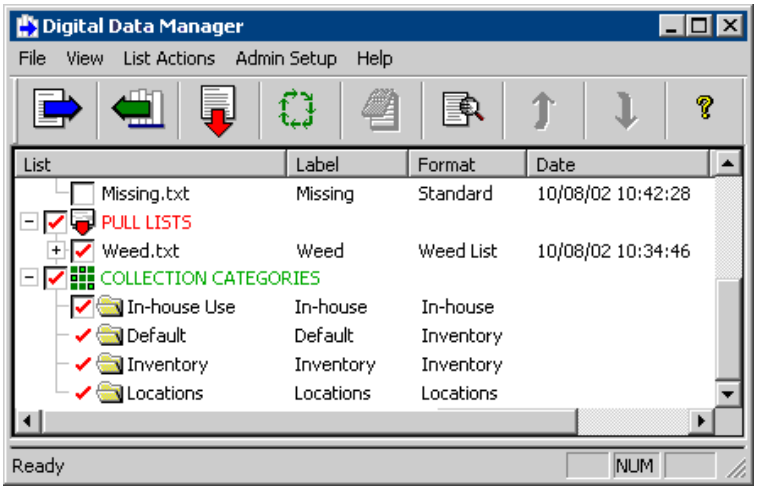


Figure 24: When you create a new collection category, it appears in the Collection Categories listing.

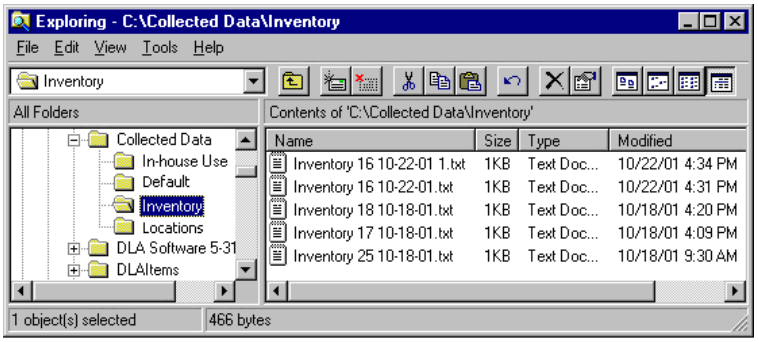

Exploring - C:\Collected Data\Inventory
File Edit View Tools Help
Inventory
All Folders
Contents of 'C:\Collected Data\Inventory'
Collected Data
In-house Use
Default
Inventory
Locations
DLA Software 5-31
DLAItems
Name Size Type Modified
Inventory 16 10-22-01 1.txt 1KB Text Doc... 10/22/01 4:34 PM
Inventory 16 10-22-01.txt 1KB Text Doc... 10/22/01 4:31 PM
Inventory 18 10-18-01.txt 1KB Text Doc... 10/18/01 4:20 PM
Inventory 17 10-18-01.txt 1KB Text Doc... 10/18/01 4:09 PM
Inventory 25 10-18-01.txt 1KB Text Doc... 10/18/01 9:30 AM
1 object(s) selected
466 bytes

Figure 25: Data Manager creates a category folder for each collection category that you create (In-house Use in this example). These folders are stored in the Import File Destination folder. Default, Inventory and Locations folders are automatically created by Data Manager.

Permanent Collection Categories

Data Manager automatically creates **Default, Inventory** and **Locations** collection categories that you cannot uncheck, delete or move (see figures). You can view them in Data Manager, and they are always automatically exported during each export procedure.

- **Default —** The Default collection label is always exported, which ensures that you always have at least one collection category (on the memory card) where you can save data.
- **Inventory —** The Inventory category is always exported, and accepts data collected when you select the DLA’s **Background Inventory** function. Because the Inventory category is reserved for background inventory only, it is not displayed on the **Save Data** DLA screen.
- **Locations** — The Locations category is always exported, whether your library uses location IDs or not to identify specific locations or areas in your facility. When location IDs are used, the DLA or other equipment displays location information with corresponding primary and secondary information.

© 3M 2011. All rights reserved.

Step 8.3 - Export collection-category labels to the memory card

Before you can use the DLA's **Collect Data** function, you must export collection-category labels to a memory card. (See the *Staff Guide* for detailed descriptions of the export procedure.)

During normal operation, each time you prepare a memory card, you export the list files and collection categories that you want to appear on the DLA.

To export collection category labels

1 Insert the memory card into the memory-card drive.

2 Select each collection category label(s) that you want to export.

- Any shelf order and/or search lists that you select will also be exported.

The collection-category labels appear on the DLA in the order that they appear in Data Manager. If desired, use the **Up** and **Down** arrows in the Data Manager toolbar to rearrange the list.

3 On the toolbar, click **Export** .

4 Data Manager saves the selected collection-category labels to the memory card.

- You can view these collection category labels on the DLA.

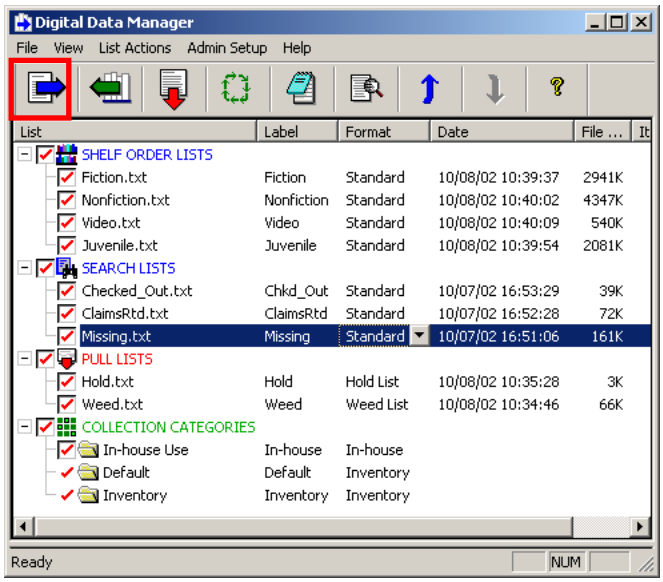
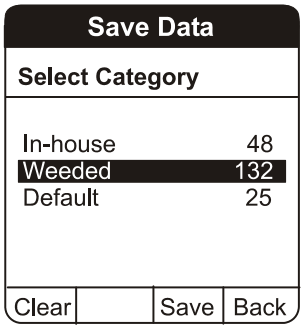

Digital Data Manager
File View List Actions Admin Setup Help
List Label Format Date File ... It
SHELF ORDER LISTS
Fiction.txt Fiction Standard 10/08/02 10:39:37 2941K
Nonfiction.txt Nonfiction Standard 10/08/02 10:40:02 4347K
Video.txt Video Standard 10/08/02 10:40:09 540K
Juvenile.txt Juvenile Standard 10/08/02 10:39:54 2081K
SEARCH LISTS
Checked_Out.txt Chkd_Out Standard 10/07/02 16:53:29 39K
ClaimsRtd.txt ClaimsRtd Standard 10/07/02 16:52:28 72K
Missing.txt Missing Standard 10/07/02 16:51:06 161K
PULL LISTS
Hold.txt Hold Hold List 10/08/02 10:35:28 3K
Weed.txt Weed Weed List 10/08/02 10:34:46 66K
COLLECTION CATEGORIES
In-house Use In-house In-house
Default Default Inventory
Inventory Inventory Inventory
Ready
NUM

Figure 26: Select (check) the collection categories (and lists) that you want to export to the memory card.



DLA_022

Figure 27: The label that you assign to each category appears on the DLA.

© 3M 2011. All rights reserved.

Step 8.4 – Test your import formats

The final test for your import formats requires using the DLA to collect Item IDs, importing the collected Item IDs, and verifying that your circulation system accepts the formatted text files created by Data Manager.

To test your import formats

1 Export collection categories to a memory card.

2 Use the DLA to collect Item IDs and save them to each collection category.

- See the DLA User Guide for descriptions on how to collect data.

3 Transfer the memory card from the DLA to the Data Manager memory-card drive.

4 Click **Import** to import the Item IDs from the memory card.

- Data Manager saves the collected Item IDs from each category as a separate, formatted text file.
- Each category has a separate folder where the formatted text files for that category are saved. These folders are located in the **Import File Destination** folder that you designated earlier.

5 View the imported text files to ensure that any header or command codes required by your circulation system are correct.

a From the main Data Manager window, open the **Collection Categories** folder.

b Select the text file that you want to view.

c On the toolbar, click **View File**.

6 Use your circulation system to process the formatted text files.

- Make sure that the circulation data was updated correctly.

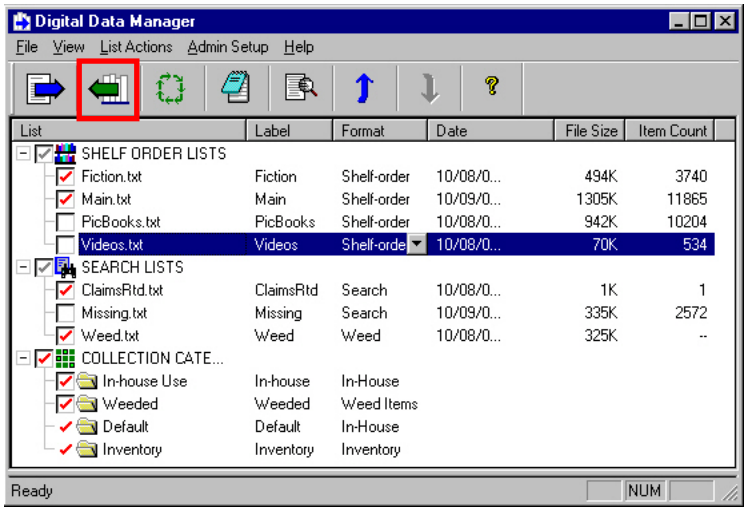

Digital Data Manager
File View List Actions Admin Setup Help
List Label Format Date File Size Item Count
SHELF ORDER LISTS
Fiction.txt Fiction Shelf-order 10/08/0... 494K 3740
Main.txt Main Shelf-order 10/09/0... 1305K 11865
PicBooks.txt PicBooks Shelf-order 10/08/0... 942K 10204
Videos.txt Videos Shelf-orde 10/08/0... 70K 534
SEARCH LISTS
ClaimsRtd.txt ClaimsRtd Search 10/08/0... 1K 1
Missing.txt Missing Search 10/09/0... 335K 2572
Weed.txt Weed Weed 10/08/0... 325K --
COLLECTION CATE...
In-house Use In-house In-House
Weeded Weeded Weed Items
Default Default In-House
Inventory Inventory Inventory
Ready
NUM

Figure 28: Click Import to import collected Item IDs from a memory card.

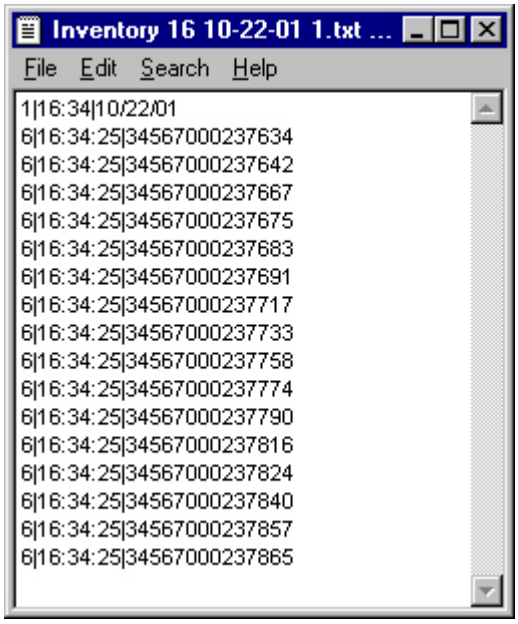


Figure 29: View the formatted text file to ensure that it meets the requirements of your circulation system.

Import file list order

The text file lists collected Item IDs in expected shelf order if the collected Item IDs appear in one or more of the shelf-order lists on the memory card.

Any collected Item ID that does not appear on any of the shelf-order lists on the memory card is displayed at the bottom of the list.

© 3M 2011. All rights reserved.

Optional Procedures

Specifying language settings (optional)

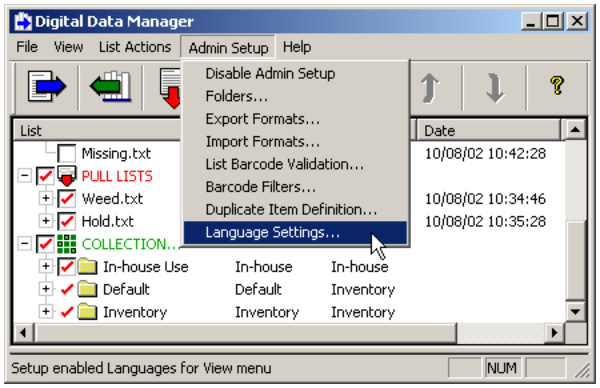
The administrator can specify which languages that staff will be able to select.

To select which languages will be available in the View Languages menu

1 Enter the Administrator password to access the **Admin Setup** menus.

2 From the **Admin Setup** menu, click **Language Settings**.

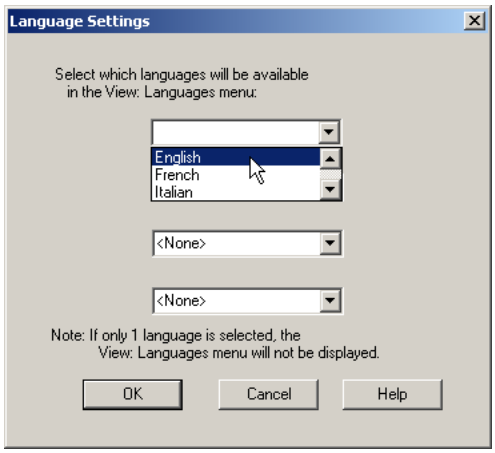
- The **Language Settings** dialog box appears.



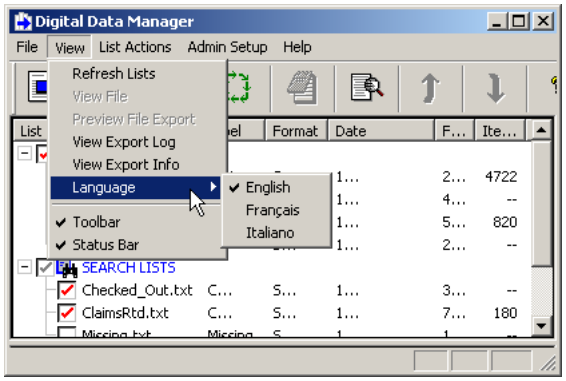
3 In each of the four pop-up lists, select the languages that you want to appear in the Language menu selection (or select None).

- Up to four languages can be displayed.
- If you select one language, the **Languages** selection will not appear in the **View** menu.

4 Click **OK**.



5 The languages that you selected now appear in the **View Language** menu.



© 3M 2011. All rights reserved.

Designating a default export format (optional)

If default export formats are set, Data Manager assigns the default export format to any new list file that you move into either list folder.

- List files that are moved into the Shelf Order Lists folder are assigned the **Order Default** export format.
- List files that are moved into the Search Lists folder are assigned the **Search Default** export format.

To designate a default export format

1 From the **Admin Setup** menu, click **Export Formats**.
- The **Export Formats** dialog box appears.

2 From the **Available Formats** list, select a format.

3 Click **Set as Order Default** and/or **Set as Search Default**.
- Any new list files placed into either folder will be automatically assigned the default format for that folder.
- The same format can be set as the Order Default and the Search Default.

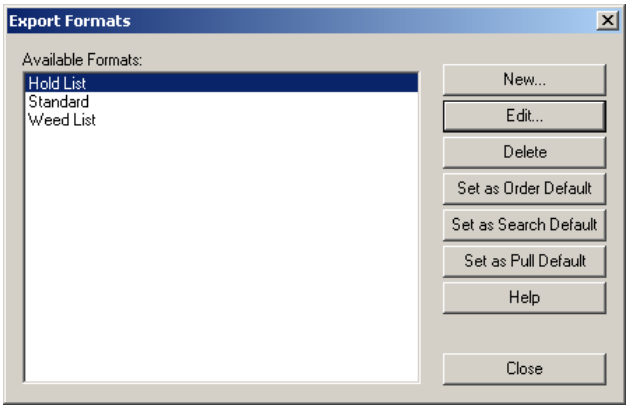


Figure 30: Select an export format and click Set Default.

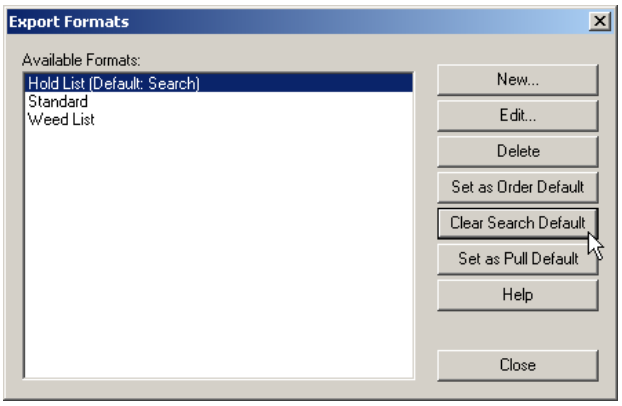


Figure 31: Once you set a default export format, you can clear it and set a different default.

© 3M 2011. All rights reserved.

Designating a default import format (optional)

When you add a category, the default import format automatically appears in the **Import Format** text box (see Figure 33).

Data Manager creates default import formats [**(+) Pulled** and **(-) Not-Pulled**] that are always used for pull-list results.

- You can edit the import format parameters for the [**(+) Pulled** and **(-) Not-Pulled**] default to make the pull-list results files compatible with your facility database.

To designate a default import format

1 From the **Admin Setup** menu, click **Import Formats**.
- The **Import Formats** dialog box appears.

2 From the **Available Import Formats** list, select the format that you want to be the default format.

3 Click **Set Default**.

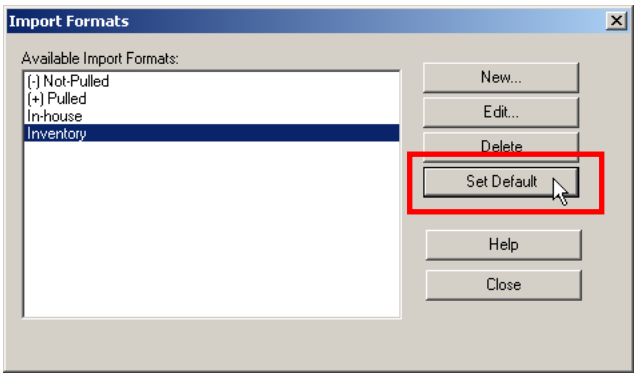


Figure 32: Select an import format and click Set Default.

4 Now, when you create a new category the default import format automatically appears in the **Import Format** text box.

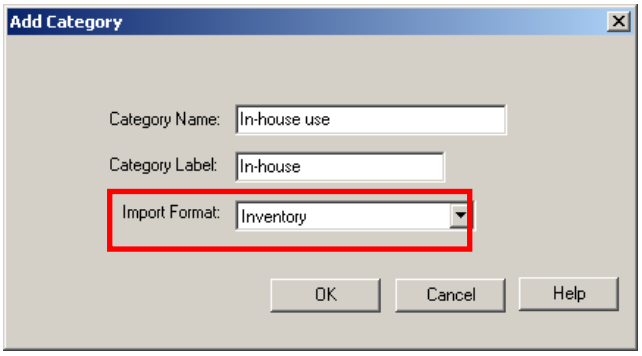


Figure 33: When you add a category, the default import format automatically appears in the Import Format text box.

© 3M 2011. All rights reserved.

Using command-line scripts to automate Data Manager (optional)

As shown on page 32, Data Manager includes a set of command-line parameters that can be used to automate program functions and operations. As described in the following procedures, you may use these parameters with Windows XP/Vista or Windows 7 task scheduling to automatically trigger and execute a wide range of Data Manager tasks.

If Data Manager is installed on a Windows XP or Vista computer:

1 In Control Panel, select **Scheduled Tasks**.

2 In the **Scheduled Tasks** list, select **Add Scheduled Task**. The Scheduled Task Wizard appears.

3 Click **Next** to continue. A list of applications appears.

4 Select **3M Digital Data Manager**, then click **Next**.

5 In the task name field, enter a description of the task.

6 Select task frequency (daily, one time, etc.), then click **Next**.

7 Select task start time, start date and days when the task will run, then click **Next**.

8 Enter username and password, then click **Next**.

9 On the next screen, select **Open advanced properties for this task when I click Finish**, then click **Finish**. The screen shown below appears.

10 In the **Run** field, enter your script as shown in the example. Be sure to separate each parameter with a space.

11 Make changes in the **Schedule**, **Settings** and **Security** tabs if necessary, then click **Apply**. Click **OK** to exit. Your new Data Manager task is now active and displayed in the **Scheduled Tasks** list.

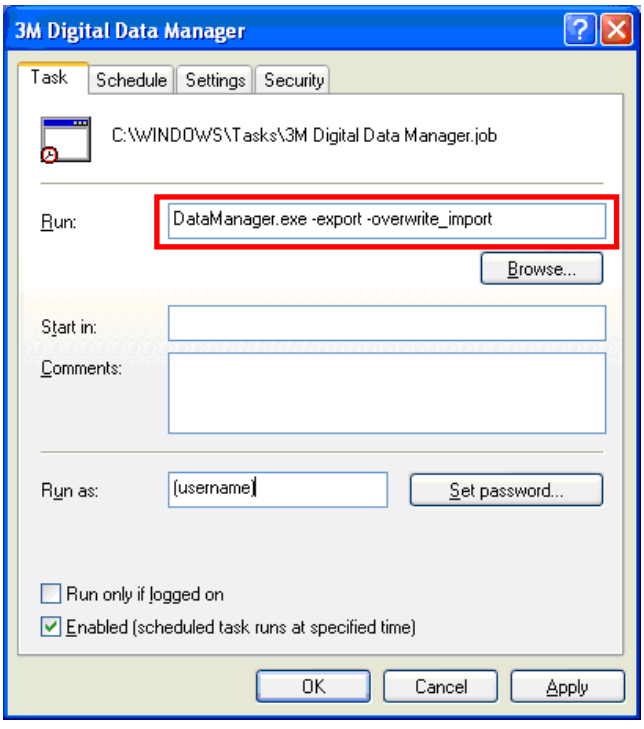


Figure 34: Separate each parameter in the Run field with a space.

© 3M 2011. All rights reserved.

If Data Manager is installed on a Windows 7 computer:

1 In the **Start** menu, go to **Accessories > System Tools** and then select **Task Scheduler**. The Task Scheduler window appears.

2 In the **Actions** pane, select **Create Basic Task**. The Create Basic Task Wizard appears.

3 Enter a descriptive task name in the **Name** field, then click **Next**.

4 Select task frequency (daily, one time, etc.), then click **Next**.

5 Select task start time, start date and days when the task will run, then click **Next**.

6 Select **Start a program** as the task action, then click **Next**.

7 Browse for and select the **DataManager.exe** file as shown in the example.

8 Enter your script in the **Add arguments (optional)** field as shown in the example. Be sure to separate each parameter with a space. Click **Next**.

9 Check your new task script on the **Summary** page, and make changes if necessary.

10 On the **Summary** page, select **Open the Properties dialog for this task when I click Finish**, then click **Finish**. The **Properties** window for the new task appears.

11 Make changes in the **Properties** tabs if necessary, then click **OK** to exit. Your new Data Manager task is now active and displayed in the **Task Scheduler** list.

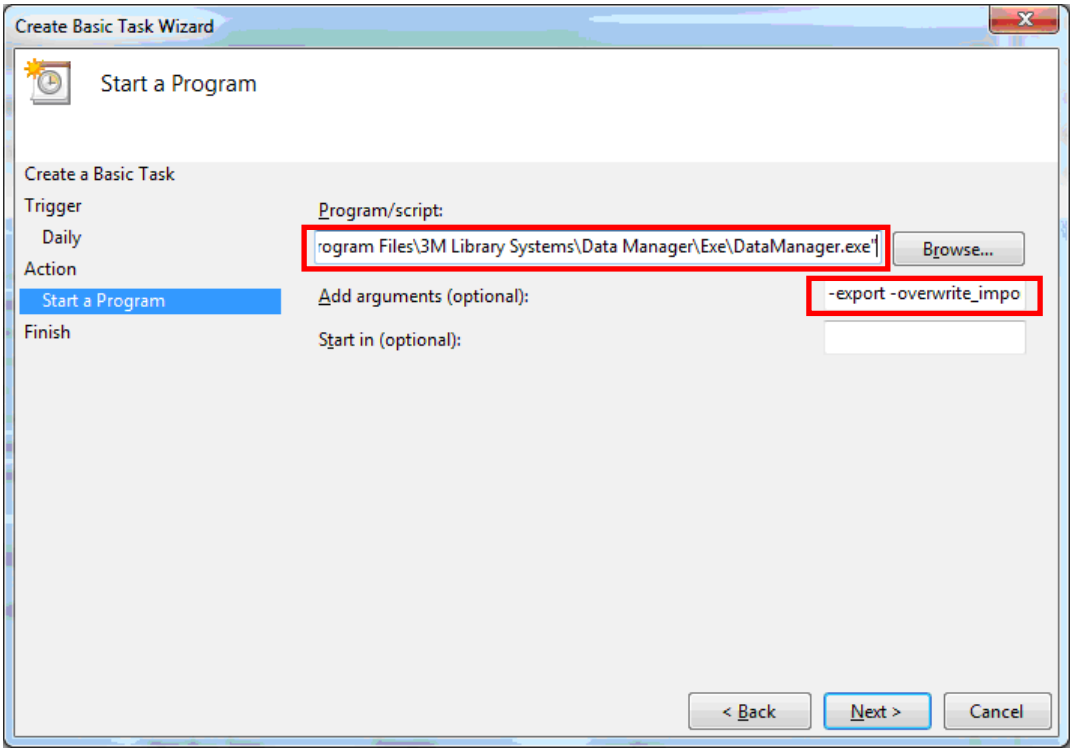


Figure 35: Separate each parameter in the Add arguments (optional) field with a space.

© 3M 2011. All rights reserved.

Command-line operations and arguments

The following command-line parameters can be used to automate Digital Data Manager functions. Multiple commands in a script must be separated by spaces. (See following page for error codes and messages.)

Command	Description
Command-line help:	
-?	Displays the following list of Data Manager command-line parameters.
Command-line operations:	
-export	Export order list(s) using the current configuration. The application automatically exits after the operation is performed (see show_success and show_failure arguments).
-export_pull	Export pull list(s) using the current configuration. The application automatically exits after the operation is performed (see show_success and show_failure arguments).
-import	Import item information using the current configuration. The application automatically exits after the operation is performed (see show_success and show_failure arguments).
-clear_database	Clear the internal database. The application automatically exits after the operation is performed (see show_success and show_failure arguments).
Command-line arguments that modify normal behavior:	
-no_splash	Omits the splash screen during startup.
-show_display	Shows the user interface during execution of a command-line operation. The application will close automatically after a command-line operation is performed unless show_success or show_failure is specified and invoked.
-show_success	Shows the user interface after successful completion of a command-line operation. The application must be closed manually.
-show_failure	Shows the user interface after an unsuccessful completion of a command-line operation. The application must be closed manually.
-overwrite_import	Allows an export operation to overwrite unimported data on the export target, without prompting the user.
-overwrite_pull_results	Allows an export operation to overwrite unimported pull results on the export target, without prompting the user.
-ignore_dla_software_export_failure	Allows an export operation to continue after failing to export the DLA software, without prompting the user.
-on_startup "task"	Specifies a task, with optional parameters, to be executed at startup before the application is fully initialized. If any of the tasks fail, the application will not start. This argument may be specified multiple times to define multiple on-startup tasks. The tasks are executed in the order they appear on the command line.
-on_exit "task"	Specifies a task, with optional parameters, to be executed upon exiting the application when there are no errors (the application exit code is 0). This argument may be specified multiple times to define multiple on-exit tasks. The tasks are executed in the order they appear on the command line.
-on_failure "task"	Specifies a task, with optional parameters, to be executed upon exiting the application with errors (the application exit code is not 0). This argument may be specified multiple times to define multiple on-failure tasks. The tasks are executed in the order they appear on the command line.

© 3M 2011. All rights reserved.

Command-line error codes and messages

The codes listed below appear when command-line operations or arguments are used to automate Digital Data Manager operations. Note that any non-zero code indicates an error.

Error Code	Error Message
0 (0x0)	Operation successful (no error).
1 (0x1)	Operation cancelled.
2 (0x2)	Error while parsing a file.
3 (0x3)	Insufficient space for export.
4 (0x4)	Disk is out of space (non-export operation).
5 (0x5)	Export disk is out of space.
6 (0x6)	Error while accessing the database.
7 (0x7)	No records found during export.
8 (0x8)	Error while accessing export files.
9 (0x9)	Access denied at export target.
10 (0xA)	Export files are missing.
11 (0xB)	Unknown error.
12 (0xC)	Data Manager is already running in another process.
13 (0xD)	The startup task has failed.
14 (0xE)	The exit task has failed.

- The most common error when running a command-line operation is *1 (0x1) Operation cancelled*. This error will be returned when any prerequisite is not met, such as having unimported data at the destination without selecting "-overwrite_import" (see previous page).
- If the exit code is 13, the startup task has failed and the Data Manager operation was not run.
- If the exit code is 14, the exit task has failed but the Data Manager operation completed successfully.
- There is no exit code for a failed "failure task." The original exit code for the failed Data Manager operation is returned.

© 3M 2011. All rights reserved.

3M Service

Information to gather

Before you call for service, please have the following information available:

- The name, address, and telephone number of your facility
- A description of the problem or the issue you want addressed
- The model number and serial number of the equipment (located on the serial label), if the call is in regard to a system problem

  Model Number _____

  Serial Number _____

3M Service phone numbers

For questions regarding your system, call one of the following numbers.

In the United States	In Canada	In other countries
1-800-328-0067	English 1-800-268-6235 Francais 1-800-567-3193	Call your local 3M office.

3M Library Systems Web Site

The 3M Library Systems Web site can be located at http://www.3M.com/library.

For additional information in the United States about 3M SelfCheck systems, go to http://www.3M.com/us/library.

© 3M 2011. All rights reserved.